



**YOUTH COMMUNITY CORRECTIONS BUREAU
GREAT FALLS YOUTH TRANSITION CENTERS
STANDARD OPERATING PROCEDURES**

Procedure No.: YTC 110-1	Subject: HOUSEKEEPING AND INSPECTION OF SANITATION PRACTICES	
Chapter: SANITATION AND HYGIENE	Page 1 of 3	
Applicable ACA Standards:	Revision Date:	
Signature: /s/ <i>Kenneth McGuire</i>	Effective Date: 01/01/10	
Signature: /s/ <i>Steve Gibson</i>		

I. CENTERS DIRECTIVE:

The facility director shall provide a method for the regular monitoring of environmental health programs, especially housekeeping practices, water supply, and sanitary practices. The facility will comply with all applicable federal, state, and local sanitation and health codes. This procedure will be reviewed annually.

II. DEFINITIONS:

None

III. PROCEDURE:

A. Weekly Inspections

The facility director or designee shall be responsible for weekly sanitation, safety and maintenance inspections of all facility areas. This weekly inspections process shall ensure the following:

1. All areas are clean and orderly.
2. Lighting, ventilation, and heating equipment function.
3. No fire, safety, or health hazards are present.
4. All equipment, tools, and safety/security devices—in the rooms of each resident and areas in which they congregate or have activities—perform properly.
5. All plumbing equipment, including toilets, baths, showers, sinks, and laundry facilities, operate properly.
6. All exterior grounds of the facility, including along the driveway and roadway, are free of trash and debris.
7. All garbage and trash disposal receptacles are clean and not damaged and have lids securely attached.
8. All of the deficiencies noted in the previous week's report have been corrected.

Procedure No.: YTC 110-1	Chapter: SANITATION AND HYGIENE	Page 2 of 3
Subject: HOUSEKEEPING AND INSPECTION OF SANITATION PRACTICES		

B. Housekeeping Plans

Plans shall be prepared as directed by the centers staff. These plans shall require the following:

1. A cleaning schedule for the area
2. Specific assignment of residents to duties
3. A time schedule for duty completion
4. Specific instructions for the cleaning of floors and doors, sleeping areas, personal property, walls and windows, toilet and shower facilities, equipment, and storage areas
5. Waste disposal procedures that provide for the proper collection, storage, and disposal of all liquid and solid waste accumulations for the facility
6. Instructions for the acquisition, use, and storage of cleaning supplies and equipment.

C. Sanitation of Rooms

Each resident is required to maintain sanitary living conditions in his or her rooms. The resident care worker shall inspect the area.

1. Each resident shall be responsible for the cleanliness of his or her living area, including walls, floors, sink, toilet, windows, and other property within the room or living area.
2. Cleaning materials and articles for cleaning shall be issued to each resident by the centers staff. The resident shall be responsible for the proper use and care of these articles.
3. The center's staff shall visually inspect rooms and living areas daily and instruct the resident responsible, as needed.
4. The resident care worker shall note unsatisfactory conditions and oversee their corrections. Continued noncompliance by the resident may result in disciplinary action.

Procedure No.: YTC 110-1	Chapter: SANITATION AND HYGIENE	Page 3 of 3
Subject: HOUSEKEEPING AND INSPECTION OF SANITATION PRACTICES		

5. Vacated beds should be stripped and sanitized. New linen and bedding will be issued upon arrival of new occupants. Unoccupied beds shall have, at a minimum, a bedspread and pillow.

D. Inspection visits

Weekly inspection by the facility director or designee shall occur in each area of the facility.

E. Inspection Reports

Reports of inspection shall be prepared by the facility director or designee and be forwarded to the center's staff. A narrative report of any area found to be deficient in housekeeping or sanitation shall be attached.

IV. CLOSING:

Questions concerning this procedure shall be addressed to the Youth Transition Centers Director.

V. REFERENCES:

None

VI. ATTACHMENTS:

YTC 110-1 (A) Weekly Fire, Safety, & Sanitation Inspection Form